

Organization: Cambridge Arts Council
344 Broadway, 2nd floor
Cambridge, MA 02139



Contact: Mara Littman/Director of Marketing & Public Relations
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Marketing and Public Relations Intern
10-15 hours/week (beginning in January 2011)

Job Description/Responsibilities

The Marketing and Public Relations Intern reports to the Director of Marketing and Public Relations. The intern will provide support in media and communication activities as needed. Ideal position for college graduate, undergraduate or graduate student looking to gain experience in marketing, arts administration, and non-profits. Internship is unpaid but can be done for school credit.

Responsibilities also include support in these areas:

- Editing, writing, and distribution of press materials
- Maintaining social networking sites: Facebook and Twitter.
- Updating calendar listings
- Designing and writing text for marketing collateral (digital newsletters, flyers, posters, etc.)
- Capturing and recording Cambridge Arts Council media activity by maintaining media summary list and press clippings.
- Maintaining press and other agency databases
- Preparing presentations materials
- Support in updating the agency website using a Content Management System
- Handling reception duties: answering the CAC's mainline; maintaining up-to-date voicemail recordings; processing street performer permits
- Additional duties as needed

Qualifications: Excellent writing, communication and organizational skills. Experience and expertise with social networking applications (Facebook and Twitter, etc.) Proficiency in design and web content applications.

Please send cover letter and resume to (email preferred):

Mara Littman, Director of Marketing & Public Relations: mlittman@cambridgema.gov

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